



**UNIVERSITY OF EDUCATION, WINNEBA**

**FACULTY OF SCIENCE EDUCATION**

**DEPARTMENT OF HEALTH ADMINISTRATION AND EDUCATION**

Health Administration and Education Society  
(HAESOC)

# PROGRAMME HANDBOOK

## Bachelor of Science (Health Administration and Education)

*Adapted from the Undergraduate Handbook of the  
Department of Health Administration and Education by*

Health Administration and Education Society  
**University of Education, Winneba**

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## A. **BACKGROUND INFORMATION**

- **Programme Title**

The title of the Programme is B.Sc. (Health Administration and Education).

- **Programme Duration**

The programme spans for a period of four (4) years with each year having two (2) semesters. Total semesters for the programme is eight (8).

- **Accreditation**

The programme has been approved by the Academic Board of University of Education, Winneba and fully accredited by the National Accreditation Board.

- **Rationale for the Programme**

There has been a rising need for a middle level manpower in the Ghanaian Health Sector for manning the administrative set-up and professional development for education in health services delivery. Also, the quest of graduates from the senior high schools and healthcare institutions for initial and further education in healthcare, respectively, are becoming overwhelming. These demands are not new but have become important in recent times due to availability in recent times of varied healthcare facilities in Ghana for different age groups of the population and the teeming population of Ghanaian youth seeking to acquire qualifications in these areas.

- **Objectives of the Programme**

The B.Sc. (Health Administration and Education) programme attracts and provide administrative skills and education in healthcare sector for students who on completion are able to:

1. Function as administrators in the healthcare sector.
2. Understand the operation of the healthcare delivery system of Ghana and elsewhere.

3. Provide preventive healthcare advice to clients.
4. Deliver professional advice for the administration of the healthcare and allied facilities.
5. Evaluate the health care system in Ghana and elsewhere.
6. Serve as middle level manpower administrators and educators in the health sector.

## **B. ADMISSION, PROGRESSION AND GRADUATION**

- **Entry Requirement**

The following groups of applicants may be admitted to read the programme:

- (i) Applicants with credit passes in three core subjects (English, Mathematics and Integrated Science) and three elective subjects (Physics, Chemistry, Elective Mathematics and Biology) at WASSCE.
- (ii) Applicants with a minimum of Grade D in three core subjects (English, Mathematics and Integrated Science) and three elective subjects (Physics, Chemistry, Elective Mathematics and Biology) at SSSCE.
- (iii) Applicants with five credit passes at GCE 'O' Level including English Language and Mathematics. In addition, candidates should have three passes in these subjects: Physics, Chemistry, Biology and Mathematics at Advance Level, obtained not more than five years at the time of application for the programme.
- (iv) Applicants with HND in subjects relevant to the programme and who have earned a minimum of Second Class (Lower Division) or Credit may be admitted to level 200.
- (v) Applicants with 2-year diploma in subjects relevant to the programme from recognized institutions may be admitted to level 100.
- (vi) Applicants with qualifications that are evaluated by the

university as equivalent to the admission requirement.

**NOTE: *Only shortlisted applicants will be invited for an interview.***

- Progression from semester to semester

The following conditions exist for students' progression in this programme:

- (i) A minimum Cumulative Grade Point (CGPA) to ensure continuation of the programme or progression from semester to semester is **1.0**.
- (ii) A student may be allowed to trail not more than two failed courses three semesters after which they are expected to pass the course or withdraw. In any given semester, a student cannot trail more than two courses.
- (iii) A student may be allowed to repeat a course only once.
- (iv) Courses designated as pre-requisite to advanced courses must be passed before the latter courses are offered. A student shall not be permitted to trail pre-requisite courses. A student not meeting this condition shall have to break the programme of study in order to pass the failed course(s).

- Requirement for the award of B.Sc. (Health Administration and Education)

- (i) Each student admitted to read B.Sc. (Health Administration and Education) will be expected to complete between 120 and 144 course credits by the end of the programme to qualify for the award of a degree.
- (ii) A student is expected to earn a Minimum Cumulative Grade Point Average (MCGPA) of **1.0**, computed from all grades obtained in the programme in order to be awarded a certificate.

- (iii) A student is expected to pass all required courses. A final year student who fails a course or courses shall have a maximum of two academic years after the year of completion within which to pass the failed course(s).

## C. PROGRAMME CONTENT

- [Courses per Academic Year and Semesters](#)

The following courses will be taken per the academic year and semesters specified with corresponding course codes and credit hours.

	Course Code	Course Title	Credit Hours
Year 1	Semester 1		
	HAE 111	Systemic and Applied Anatomy	3
	HAE 112	Basic and Applied Human Physiology	3
	HAE 113	Growth and Development of the Human Body	3
	GPD 111*	Communication Skills	3
	GPD 113*	Introduction to Information Technology	3
	<b>Total</b>		<b>15</b>

Year 1	Semester 2		
	HAE 121	Health Psychology	3
	HAE 122	Nutrition Science	3
	HAS 121	Primary healthcare management	3
	HAS 122	Social Change and Health Administration	3
	GPD 122*	African Studies	3
	<b>Total</b>		<b>15</b>

Year 2	Semester 3		
	HAE 231	Basic Pathology	3

	HAE 232	Health Economics	3
	HAE 233	Basic Pharmacology	3
	HAS 231	Change management in healthcare	3
	GPD 231*	Liberal Studies	3
	GPD 233*	Introduction to Special Education	3
	<b>Total</b>		<b>18</b>

Semester 4			
Year 2	HAE 241	Environmental Health	3
	HAE 242	Health, Fitness, Diet and Exercise	3
	HAS 241	Techniques of Improving Healthcare Delivery	3
	HAS 242	Community health issues	3
	EDC 241^	Psychology of Human Development and Learning	3
	<b>Total</b>		<b>15</b>

Semester 5			
Year 3	HAE 351	Administration and Management Principles in Healthcare	3
	HAE 352	Data and Information Management in Health Delivery	3
	HAE 353	Evaluation of Health Systems	3
	HAS 351	Research Methods in Health Administration and Educations	3
	HAS 352	Health insurance	6
	<b>Total</b>		<b>18</b>

Semester 6			
Year 3	HAE 361	Biostatistics	3
	HAE 362	Management and Financial Accounting	3
	HAE 363	Sociology of Health Communication	3
	HAS 361	Healthcare financing	3
	EDC 361^	Measurement, Statistics and Evaluation in Education	3

	EDC 351 <sup>^</sup>	Introduction to Guidance and Counseling	3
	<b>Total</b>		<b>18</b>

Semester 7			
Year 4	HAE 471	Routines in Health Administration	3
	HAE 472	Health Policies	3
	HAE 473	Drug and Substance Abuse	3
	HAE 474	Personnel Administration	3
	HAS 471	Introduction to project management	3
	<b>Total</b>		<b>15</b>

Semester 8			
Year 4	HAE 481	Health Services Planning	3
	HAE 482	Ethics and Laws in Health Administration and Education	3
	HAS 481	Health Portfolio Development	3
	HAS 482	Health marketing	3
	EDC 471 <sup>^</sup>	Research Project	3
	<b>Total</b>		<b>15</b>

**Grand Total of Credit Hours = 129**

- NB:**
- Courses marked with \* are general courses.
  - Courses marked with ^ are educational courses.
  - HAE and HAS courses are Health Administration and Education courses (Department courses)

- **Course Outlines (Department Courses)**

- **HAE 111 - Systemic and Applied Anatomy**

**Course Description:** This course deals with an introductory anatomy and physiology of the human body's systems as well as their basic function and integration. The course is designed in such a manner as to allow students to gain a broad understanding of human structure and function.

***Course Content:*** The anatomy of the skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, renal, reproductive and integumentary systems. Other areas include anatomical structure and function, histology and pathoanatomy.

***Practical Activities:*** Demonstration and identification of body parts and organs on dissected cadavers; Identification of body organs on Anatomical Mannequins; Demonstration of functions of certain body parts on dissected cadavers. Microscopic study of body tissues and organs using Histology slides.

▪ **HAE 112 - Basic and Applied Human Physiology**

***Course Description:*** This course deals with the study of basic organs and internal systems of the human body. It also focuses on how students can use the knowledge of these organs and systems in the medical field.

***Course Content:*** The contents are the cardio-respiratory system, the digestive system, body metabolisms and their relevance in the field of medicine. The understanding of how the organs and the systems operate would be emphasized.

***Practical Activities:*** Use of anatomical mannequins to determine the positions of internal organs of humans. Laboratory demonstration of physiological mechanisms underlying the functions of certain internal organs. Demonstration of how certain changes in human physiology may lead to disease states. Measurement of certain physiological parameters on student volunteers.

▪ **HAE 113 - Growth and Development of the Human Body**

***Course Description:*** This course deals with the physical development patterns of the human being. The various stages of growth right from conception to adulthood would be covered. The content will be covered through the use of body system



pictures, videos that will engender discussions and interactions.

***Course Content:*** Conception, Foetal development, Birth, Childhood (Physical, Emotional, Moral, Social Development), Adolescent, Young Adulthood, Adulthood, Old Age, Death.

***Practical Activities:*** Examination of preserved specimens of human development. Identification of stages of development of human foetus.

▪ **HAE 121 - Health Psychology**

***Course Description:*** This course deals with the study of mental, emotional, behavioral and social factors that affect the onset, duration, recovery, prevention and treatment of physical illness, as well as promotion and maintenance of good health and wellness. A bio-psychosocial approach is applied to this understanding.

***Course Content:*** Introduction to Health Psychology, historical overview of the relationship between the mind and body, the Bio-psychosocial Model; Social and Cultural bases of Health, Health Promotion, Exercise, Nutrition, Stress and Illness, Patient-Practitioner Relations. The Transactional Model of Stress; Social Support and coping with Stress. Personality and Disease, Issues in Medical Ethics.

***Practical Activities:***

Enactment of doctor-patient interactions, role play of social support for persons stress-related occupations and social relationships.

- **HAE 122` - Nutrition Science**
- **HAS 121 - Primary healthcare management**
- **HAS 122 - Social Change and Health Administration**
- **HAE 231 - Basic Pathology**
- **HAE 232 - Health Economics**
- **HAE 233 - Basic Pharmacology**
- **HAS 231 - Change management in healthcare**

- HAE 241 - Environmental Health
- HAE 242 - Health, Fitness, Diet and Exercise
- HAS 241 - Techniques of Improving Healthcare Delivery
- HAS 242 - Attachment (Practicum) III
- HAE 351 - Administration and Management Principles in Health Care
- HAE 352 - Data and Information Management in Health Delivery
- HAE 353 - Evaluation of Health Systems
- HAS 351 - Research Methods in Health Administration and Education
- HAS 352 - Health insurance
- HAE 361 - Biostatistics
- HAE 362 - Management and Financial Accounting
- HAE 363 - Sociology of Health Communication
- HAS 361 - Healthcare financing
- HAE 471 - Routines in Health Administration
- HAE 472 - Health Policies
- HAE 473 - Drug and Substance Abuse
- HAE 474 - Personnel Administration
- HAS 471 - Introduction to project management
- HAE 481 - Health Services Planning
- HAE 482 - Ethics and Laws in Health Administration and Education
- HAS 481 - Health Portfolio Development
- HAS 482 - Health marketing

## **D. ASSESSMENT OF STUDENTS PERFORMANCE**

- **Mode of course assessment**
  - i) Continuous Assessment (CA) – 40%  
This is made up of quizzes, class tests, assignments and practicum. The practicum is made up of supervised fieldwork in health and allied sectors. Students will develop portfolios of their field work for assessment.
  - ii) End of Semester Examinations

- **Grading System**

Final results of Students in each course are based on continuous assessment and end of semester examinations, with the following grading system:

<i>Grade</i>	<i>% Mark</i>	<i>Remark</i>
A	80 – 100	Excellent
B+	75 – 79	Very Good
B	70 – 74	Good
C+	65 – 69	Fairly Good
C	60 – 64	Fair
D+	55 – 59	Satisfactory
D	50 – 54	Barely Satisfactory
E	49 or less	Unsatisfactory

**NB.** Pass Grades = A – D  
Failed Grade = E

**E. EMPLOYMENT PROSPECTS**

Students completing the programme successfully may gain employment as middle level administrators and health educators in the following health-related facilities:

- i) Public and Private healthcare sectors dealing with health issues such as anti-smoking campaigns, communicable disease, drug and alcohol use, indigenous health, chronic diseases, preventive healthcare, women’s health, etc.
- ii) Ghana Health Service
- iii) national Health Insurance Scheme
- iv) Social Welfare
- v) Companies that market and advertise Health Promotion
- vi) Community Health Nursing Colleges
- vii) Public Health Nursing Colleges
- viii) Quasi Governmental Hospitals
- ix) Private Hospitals
- x) Medical Equipment Suppliers

